

I. Policy

The policy of the City of Cottonwood is to encourage training opportunities for employees and supervisors so that their services rendered to the City shall be made more effective, and that employees may become, at the same time, qualified for promotion to higher level positions. The General Managers, supervisors, and the Administrative Services General Manager, consistent with the budget and this policy, shall authorize attendance at conferences, seminars, meetings and conventions that directly benefit the City of Cottonwood.

II. Eligible Individuals

- A. City employees – classified, part-time classified and non-classified employees
- B. Others – Members of boards, commissions, authorities, Council members and committees who are not employees of the City yet serve the City as members on these boards, commissions, authorities, councils and committees.

III. General Travel Principles – The City shall authorize employee travel in accordance to the following principles:

- A. All City travel arrangements should reflect an understanding of the City of Cottonwood Travel Policy.
- B. Travel is usually warranted when personal contact is the most effective and economical method of conducting official City business.
- C. Employees may attend educational or training seminars if funds for that purpose are available and such training is directly job related.
- D. Employees receiving a monthly car allowance are to use their personal vehicle and will not be allowed to use a City unit or receive mileage reimbursement.
- E. The most economical method of transportation shall be selected in terms of expense to the City and the employee's time away from the office.
- F. Employee travel is conducted according to the City Travel Policy **regardless of funding source.**
- G. Shared lodging and transportation is encouraged, wherever possible. Non-shared lodging and transportation requires approval of the department head.
- H. Any travel claims shall be submitted to the Administrative Services General Manager within five (5) days after the end of the trip.

IV. Procedure

Employees desiring to attend schools, conferences, conventions, seminars, and other official meetings, shall submit a Travel Authorization/Compensation/Reimbursement Form (TACRF) (FOG IIIa), along with all the required documentation, to the Administrative Services General Manager, **not later than ten (10) working days** prior to the date that travel for such schooling or training is to commence.

The TACRF shall depict all the anticipated expenditures and documentation. Quotes for lodging, registration forms, meeting itineraries or agendas, shall be attached to the TACRF. All forms shall be printed or typed and completed in their entirety and submitted to the Administrative Services General Manager for review and authorization within the previously mentioned time frame. No training outside the local area for which compensation is requested shall be authorized, nor will compensation be made, unless the TACRF has been completed and authorized by the appropriate General Manager and Administrative Services General Manager prior to departure as provided herein.

Subsistence expenses, such as lodging for official trips, shall be compensated on the basis of the actual expenses incurred for the lowest reasonable comparative rates. Meals shall be based on the per-diem schedule listed on page 4 of 7 of this section.

V. Travel Compensation Guidelines

- A. Tips and other gratuities for all meals are included in the per diem.
- B. The City shall compensate expenses only when the expenses are incurred during the performance of official duties of the City employee and for the City's benefit.
- C. Subsistence will not be permitted when the training received is for the direct benefit of the employee.
- D. Only those costs requested on the TACRF authorized by the appropriate General Manager and the Administrative Services General Manager will be approved for compensation.
- E. Employees having questions concerning subsistence and travel allowance should obtain a determination from the Administrative Services General Manager when completing the TACRF.
- F. An employee on City travel status who extends the travel for his/her own convenience or enjoyment when such is not required by the City, will not be entitled to the allowance for that/those meal(s) or if applicable, lodging.
- G. The department head shall approve or disapprove the TACRF.

- H. If approved, the employee requesting travel funding shall submit a “Check Needed Form”(Form IVc) for each request (per-diem, lodging, registration), along with a copy of the TACRF to the Finance Division for preparation of a voucher.
- VI. Lodging and Meal Per-Diem
- A. Lodging - the following policy is to be utilized by eligible individuals who are contemplating traveling on City business.
1. Eligibility
 - a. Employee must be on authorized travel status.
 - b. Travel must be outside a 50-mile radius of the corporate City limits and a multi-day event.
 - c. Lodging must be at a commercial establishment.
 - d. Employee is required to submit three (3) quotes for lodging in the general area if the recommended block of reserved rooms cost over \$90.
 - e. Employee is required to request the lowest available rate, traditionally being governmental.
 2. Documentation
 - a. The commercial establishment’s original receipt is required.
 - b. Lodging receipts must be itemized.
 - c. It is the employee’s responsibility to submit lodging receipts to the Finance Department within five (5) days of returning from training.
 - d. Employees found not submitting lodging receipt will have their future travel requests rejected.
 - e. If original lodging receipt is lost or destroyed:
 - 1) A photocopy may be submitted with the statement “Treat as the Original.”
 - 2) The employee and the department head must sign the photocopy.
 - 3) If a photocopy is not available and cannot be obtained from the commercial establishment, then a canceled check or credit card receipt showing the payment of the lodging may be used.
- B. Meals and Incidental Expenses (M&IE) - Per Diem
1. Eligibility
 - a. Employee must be on authorized travel status.
 - b. Travel must be outside a 50-mile radius of the corporate City limits.
 - c. An overnight stay is required.
 2. Documentation – Compensation is based on the established per-diem rate on page 4 of 7 and no receipts are required.

SUBJECT: TRAVEL POLICY

3. Meal Allowances (**only if overnight stay is required**)
 - a. Breakfast – Is allowable when travel commences on or before 6:00 a.m. and the traveler's normal workday is extended by two (2) hours.
 - b. Lunch – Is allowable if the traveler is in travel status for a period of six (6) hours or more and travel commences on or before 11:00 a.m. and ends on or after 2:00 p.m. and the travel is outside the 20-mile radius from the corporate City limits. Traveler must indicate the time and place travel begins and ends.
 - c. Dinner – Is allowable when travel extends to 7:00 p.m. or beyond and the traveler extended his/her normal workday by three (3) hours or when the traveler leaves for overnight travel on or before 6:00 p.m.
4. Meals Provided
 - a. The traveler is not entitled to a meal allowance for meals provided at the conference, seminar or lodging sight.
 - b. If a special meal is required due to dietary restrictions related to illness or a bona fied medical condition, notice must be given in writing at the time of compensation request.

C. Day Travel Rates (**only if overnight stay is required**)

Breakfast Meal	\$7.00
Luncheon Meal	\$11.00
Dinner Meal	\$18.00

D. Travel (Overnight Stay)

Depart Cottonwood on or prior to 6:00 a.m.	\$36.00
Depart Cottonwood prior to 11:00 a.m.	\$29.00
Depart Cottonwood after 11:30 a.m.	\$18.00
Lodging - As approved by the appropriate General Manager and Administrative Services General Manager in accordance to the lodging policy.	

When returning to Cottonwood, the day travel rates (per diem) will be in effect.

VIII. Transportation

Compensation will be made only for the method of transportation, which is in the best interest of the City considering travel expense, vehicle condition as well as the employee's time. When more than one employee uses the same motor vehicle, only one (1) claim for mileage compensation will be allowed.

All transportation shall be authorized by the appropriate General Manager and Administrative Services General Manager prior to use of any vehicles (city owned, rental, or personal). Inclusive, a valid Arizona driver's license is required if the employee is driving a City, personal or rental unit and on City business. It is the employee's responsibility to maintain a valid driver's license and report any changes to his/her supervisor.

A. Requirement for using City owned vehicle

1. Vehicle Reservation – each department shall reserve a pool vehicle with the City Clerk at least 24 hours before needed.
2. Reporting – pool vehicles require that all pertinent information be provided in the vehicle log, including name of user, beginning and ending mileage, total miles traveled, and fuel level.
3. Returning of pool vehicle – fuel level must be full upon return from an out of town trip and any problems or incidents with the vehicle must be reported to the City Clerk. The vehicle shall be returned in a clean state (all soda cans, paper & trash shall be removed). Any necessary cleaning costs will be charged to the last department using the pooled vehicle according to the log book.

B. Requirement for using rental vehicle

1. Vehicle Reservation – reservations must be placed with a vehicle rental establishment, according to their reservation requirements.
 - a. Vehicle to be used for City travel must be a compact vehicle.
 - b. Reservation of any other rental vehicle must be pre-approved by the appropriate General Manager and Administrative Services General Manager prior to the reservation of the vehicle.
2. Reporting
 - a. The commercial establishment's original receipt is required.
 - b. Rental receipts must be itemized.
 - c. If original rental receipt is lost or destroyed:
 - 1) A photocopy may be submitted with the statement "Treat as the Original."
 - 2) The employee and the department head must sign the photocopy.
If a photocopy is not available and cannot be obtained from the commercial establishment, then a canceled check or credit card receipt showing the payment of the rental may be used.

SUBJECT: TRAVEL POLICY

C. Requirement for using personal vehicle

1. Current Vehicle Insurance - liability insurance coverage with a minimum coverage of \$15,000 per person and \$30,000 per accident per Bodily Injury, and \$10,000 per accident for Property Damage.
 - a. If a traveler using a privately owned vehicle is involved in an accident and found to be at fault, his/her liability insurance carrier is responsible to the limits of the policy. If the amount exceeds that coverage, the City's insurance will, at the time, cover the amount over the policy limits if the traveler was acting within the course and scope of their employment.
 - b. If a traveler driving a privately owned vehicle on City business is involved in an accident, regardless of fault, the City will not reimburse for any physical damage to the motor vehicle.
2. Compensation Basis
 - a. Compensation is based on "Map Mileage" using official state highway maps or mapping programs.
 - b. Beginning address and ending location address must be submitted for compensation.
 - (1) Beginning address shall be the employee's primary work location.
 - (2) For Council, board or committee members, the City Hall location at 827 N. Main St. will be used as the beginning address.
 - (3) Ending address will be the training/meeting address or lodging address.
 - (4) Mileage between lodging and meeting location will not be compensated.
 - c. Compensation will be made using the most direct route.
 - d. Mileage compensation shall be at the rate provided by the Internal Revenue Service (I.R.S.). Please refer to the I.R.S. website for rate. This rate includes all travel and maintenance expenses of the vehicle.

IX. Miscellaneous Travel Issues

A. Communication Expense

1. Business communication charges, including faxes and copies, are reimbursable if documented by receipts.
2. Business calls are reimbursable and should be noted as such on the hotel receipt. The number called should be visible.
3. No personal calls will be reimbursed.

B. Extending Business Trips with Vacation Time

1. With the appropriate General Manager and Administrative Services General Manager's approval a traveler may extend a business trip using vacation time.

SUBJECT: TRAVEL POLICY

2. The City will cover the lodging, map mileage and per-diem for the period the traveler is conducting City business.
 3. Lodging will be covered at the single room rate.
 4. Additional costs will be borne by the traveler.
- C. Local Transportation, Tolls and Parking
1. Taxi, bus, and street car use is classified as local transportation and can be claimed with receipts.
 2. Claims for local transportation will not be allowed where the City provides for other transportation (city, personal or rental vehicle).
 3. Bridge and road tolls are reimbursable with receipts.
 4. Travelers must use the free or discounted parking when traveling on City business.
 5. Receipts are required for reimbursement of allowable parking fees.

City of Cottonwood
Travel Authorization / Compensation / Reimbursement Form

This form is used to request travel authorization, compensation, and reimbursement. Please submit the completed form to the Finance Department at least 10 working days prior to the date funds are needed. All back up documentation should accompany this form.

Department	Date Prepared	Employee Name	
Date(s)	/ /	/ /	/ /
Breakfast			
Lunch			
Dinner			
Incidentals			
Lodging * (attach 3 quotes, if over \$90)			
Miscellaneous Expenses (attach receipts)			
Map Miles @ USGSA rates			
Commercial Air Fare / Vehicle Rental			
Daily Total			

Total expenses \$ _____ Account number to charge: _____

List of employees included in compensation / reimbursement (if applicable)

Destination and purpose of travel _____

Date & time of departure from City _____ Date & time of arrival to City _____
 (City Council, Board members, and Committee members should use the City Hall address; 827 N. Main St.)

Method of Transportation: (Please Check One or More)

City Owned Unit _____
 Rental Unit _____
 Airline _____
 Personal Vehicle _____
 Other (explain) _____

Summary of Expenditures:

Transportation \$ _____
 Food \$ _____
 Lodging (attach 3 quotes, if over \$90) \$ _____
 Registration (attach form showing agenda) \$ _____
 Other \$ _____
 Total \$ _____

Mileage Information (if using personal vehicle):

Start address _____ Ending Address _____ Map Miles _____

I, the undersigned, state that the above information is true and correct to the best of my knowledge and request authorization for travel and compensation.

Employee Signature _____

Travel Request Approval:

Compensation and Release of Funds Authorization:

Department Head Signature _____ Reviewed by Finance: _____

Meal Per-Diem Rates (only for overnight travel)		
Meal	Departure Prior to	Amount
Breakfast	6:00 a.m.	\$7.00
Lunch	11:00 a.m.	\$11.00
Dinner	11:30 a.m.	\$18.00
Daily Total		\$ 36.00

* Receipts for lodging, commercial airfare and miscellaneous expenses must be attached to this form and returned to the Finance Department within five days of return. **It is the employee's responsibility for all necessary receipts and failure to do so shall jeopardize future travel needs.** Departure and arrival times from Cottonwood must be included in this form. Point to point location information is required, if using personal vehicle. Your signature and your Department Head's signature must be included before payment can be authorized. Meals provided at the hotel or the training location will not be reimbursed.

*Training location rates begin the day after travel.